

BARTLETT CITY BOARD OF EDUCATION BUSINESS MEETING AGENDA

AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134

October 28, 2021
7:00 PM

- I. INVOCATION
- II. PLEDGE OF ALLEGIANCE
- III. CALL TO ORDER & ROLL CALL
 - A. Official Business of the Day
- IV. SPECIAL PRESENTATIONS
- V. PUBLIC COMMENT
- VI. APPROVAL OF AGENDA
- VII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - A. September 23, 2021 Business Meeting Minutes
- VIII. REPORTS
 - A. Chairman's Report
 - B. Superintendent's Report
 - C. General Counsel's Report
 - D. Tennessee Legislative Network (TLN) Representative Report
 - E. Financial Report
- IX. UNFINISHED BOARD BUSINESS
- X. BOARD ACTION ITEMS
 - A. Consent Agenda
 - 1. Policy 3002: Emergency Closings REVISED SECOND READING
 - 2. Policy 4019: Family Life NEW SECOND READING
 - 3. Policy 5038: Temporary COVID-19 Leave ~~Families First Coronavirus Response Act (FFCRA)~~ REVISED SECOND READING
 - 4. Policy 6014: Home School REVISED SECOND READING
 - 5. Policy 6047: Attendance REVISED SECOND READING
 - B. New Board Business
 - 1. Policy 4030: Enrollment in Advanced Courses ~~Honors Advanced Placement Course Selection~~ REVISED FIRST READING
 - 2. Policy 4033: English Learners ~~Limited English Proficiency Students~~ REVISED FIRST READING
 - 3. Safe Schools Grant
 - 4. LEA Compliance Report 2021
 - 5. Approval of School Support Organizations (SSO) 2021-2022
 - 6. Bartlett City Schools 2021-2022 Emergency Operations Plan Annual Approval
- XI. ADJOURNMENT

**BARTLETT CITY BOARD OF EDUCATION
BUSINESS MEETING MINUTES**

**AUDITORIUM
5705 STAGE ROAD
BARTLETT, TN 38134**

**September 23, 2021
7:00 PM**

INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Bryan Woodruff said a prayer. The Board and audience recited the Pledge of Allegiance.

Chairman Woodruff read the following statement at the beginning of the September 23, 2021 Board Meeting:

Thank you for attending the September BCS Board meeting. For your information, this Board meeting is just that, it is a meeting of the Board to conduct the official business of the District. It is not a public forum or a town hall meeting, so audience participation is not allowed. We do provide a limited time for public comments at the beginning of the meeting and that is the proper time to address the Board. A reminder that any disruption during the meeting will result in you being asked to leave. Tennessee law classifies disruptions during a public meeting a misdemeanor. Again, we ask that you refrain from any comments or disruptions during the meeting and we thank you in advance for your cooperation.

CALL TO ORDER & ROLL CALL
Official Business of the Day

Chairman Woodruff called the meeting to order at 7:00 p.m. The following Board Members were present.

Ms. Erin Berry
Mr. David Cook
Mrs. Shirley Jackson
Mr. Brad Ratliff
Mr. Bryan Woodruff

SPECIAL PRESENTATIONS

No Special Presentations.

PUBLIC COMMENT

*Vanessa VanWart
5035 Trent Cove, Arlington
RE: Health and safety of our schools
and kids*

*Katie Anderson
4905 Springtree Dr., Arlington
RE: Policy 4027 Interscholastic Athletics
on student's gender requirements*

*Ginger Honshell
5509 Peyton Randolph Street*

*Rick Fears
3317 Marcus Cove, Bartlett
RE: Masks breaks in schools*

*Stephanie Norris
3448 Christy Lane, Bartlett
Organization: BCS (EPMS)
RE: Thank you to the Board and
Administration*

*Nichole Morhardt
6203 Ivanhoe Road, Bartlett
Organization: BEA
RE: Thank you to the Board*

*Bob Hendry
165 Signature Farm, Collierville
Organization: Hendry for Congress
RE: Masks and money*

APPROVAL OF AGENDA

Mr. David Cook made the motion to approve the agenda. Ms. Erin Berry seconded the motion. With all ayes, the agenda was approved

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 26, 2021 Business Meeting Minutes

The approval of the August 26, 2021 Business Meeting Minutes passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

REPORTS

Chairman's Report

No report.

Superintendent's Report

Superintendent Stephens provided the following updates to the Board.

- We are meeting individually with principals this week to review last year's data and make sure that we are providing the support they need. These have been very productive conversations.
- You have received a copy of the District's Strategic Plan that we will be reviewing with principals and using as a guide going forward. We will be providing more details and updates in the near future.
- I attended the annual TDOE/TOSS conference last week. Great opportunity to learn and share with other Tennessee superintendents.
- Fall break is fast approaching and will be the week of October 11th.

General Counsel's Report

No report.

Tennessee Legislative Network (TLN) Representative Report

No report.

Financial Report

The August 2021-22 Financial Report was accepted by the Board. It is a non-voting item.

UNFINISHED BOARD BUSINESS

Policy 4015: Textbooks REVISED SECOND READING

The second reading of Revised Policy 4015: Textbooks passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Policy 4027: Interscholastic Athletics REVISED SECOND READING

The second reading of revised Policy 4027: Interscholastic Athletics passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Policy 6031: Alternative School Programs REVISED SECOND READING

The second reading of revised Policy 6031: Alternative School Programs passed with a motion by Mrs. Shirley Jackson and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

BOARD ACTION ITEMS

New Board Business

Policy 3002: Emergency Closings REVISED FIRST READING

The first reading of revised Policy 3002: Emergency Closings passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Policy 4019: Family Life NEW FIRST READING

The first reading of New Policy 4019: Family Life passed with a motion by Mrs. Shirley Jackson and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Policy 5038: Temporary COVID-19 Leave Families First Coronavirus Response Act (FFCRA)-REVISED FIRST READING

The first reading of revised Policy 5038: Temporary COVID-19 Leave Families First Coronavirus Response Act (FFCRA) passed with a motion by Mr. David Cook and a second by Mr. Brad Ratliff.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Policy 6014: Home School REVISED FIRST READING

The first reading of revised Policy 6014: Home School passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Policy 6047: Attendance REVISED FIRST READING

The first reading of revised Policy 6047: Attendance passed with a motion by Ms. Erin Berry and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Abatement at Ninth Grade Academy

The Abatement at Ninth Grade Academy project awarded to B and M Environmental Consultants for \$161,740.00 passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

ESSER 3.0 Spending Plan

The ESSER 3.0 Spending Plan passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

RFP FY22001 Award - Assessment and Intervention Program

Curriculum Associates was awarded RFP FY22001-Assessment and Intervention Program passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Bartlett Police Department for School Resource Officers

The Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Bartlett Police Department for School Resource Officers passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers

The Memorandum of Understanding (MOU) between Bartlett City Board of Education and the Shelby County Sheriff's Office for School Resource Officers passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Memorandum of Understanding (MOU) between TN College of Applied Technology and Bartlett City Board of Education

Superintendent Stephens noted that the documentation provided in tonight's Board packet was incorrect. (The correct document was circulated electronically to the Board on September 17, 2021)

The Memorandum of Understanding (MOU) between TN College of Applied Technology and the Bartlett City Board of Education passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Resolution 9-2 to Accept Donated Property from the Bartlett High School Band Boosters Organization

Resolution 9-2 to Accept Donated Property from the Bartlett High School Band Boosters Organization passed with a motion by Ms. Erin Berry and a second by Mr. David Cook.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Resolution 9-3 Budget Amendment

The Resolution 9-3 Budget Amendment passed with a motion by Mr. David Cook and a second by Ms. Erin Berry.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

BHS Nomination for the TSBA School of the Year for Excellence in Architectural Design

BHS Nomination for the TSBA School of the Year for Excellence in Architectural Design passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

Approval of School Support Organizations (SSO) 2021-2022

The approval of the following School Support Organizations (SSO) 2021-2022 passed with a motion by Mr. David Cook and a second by Mrs. Shirley Jackson.

- | | |
|---------------------------------|----------------------------------|
| Appling Middle PTO | Bartlett High Wrestling |
| Bartlett High Boys Soccer | Ellendale PTO |
| Bartlett High Golf Booster Club | Elmore Park Middle Band Boosters |
| Bartlett High Track and Field | Elmore Park Middle Volleyball |

Ms. Erin Berry: Aye, Mr. David Cook: Aye, Mrs. Shirley Jackson: Aye, Mr. Brad Ratliff: Aye, Mr. Bryan Woodruff: Aye

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Bryan Woodruff, Chairman

Dr. David A. Stephens, Superintendent

Bartlett City Board of Education		3002
Descriptor Term: EMERGENCY CLOSINGS	Descriptor Code: Support Services	Issue Date: 01/09/14
	Rescinds:	Revised:

1 The Board authorizes the Superintendent ~~is authorized~~ to close the schools, delay opening, or
2 dismiss schools early in the event of hazardous weather, a public health emergency, or other
3 emergencies which threaten the health or safety of students, ~~personnel~~staff, or school property.¹
4 Schools may not properly be closed merely to avoid inconvenience. ~~Therefore, if conditions affect~~
5 ~~only a single school, only that school shall be closed.~~

6 As soon as the decision to close schools is made, the Superintendent will notify the media
7 and request that an announcement be made.

8 If school is closed or is dismissed early, the Superintendent ~~or designee~~in consultation with
9 the Principal shall determine if all scheduled student activities shall be postponed or
10 cancelled.

11 In the event of an emergency school closure, the Superintendent is authorized to continue to
12 pay employees who are not able to physically report for duty as a result of such emergency.
13 These employees shall receive regular wages, and such payments shall not exceed the
14 budgeted wages for each employee absent specific Board approval. [SK1]

15 Notwithstanding the foregoing, during an emergency, if the Governor of the State of
16 Tennessee issues an Executive Order with statewide applicability that requires schools to be
17 open for in-person learning and instruction, then the Executive Order supersedes the
18 Superintendent's decision to close schools.²~~During an emergency school closure, the~~
19 ~~Superintendent may designate certain employees as essential. Such employees shall work~~
20 ~~as directed by the Superintendent, whether that is by physical appearance or teleworking.~~
21 ~~Essential employees must use approved leave to be excused from work duties absent~~
22 ~~permission from the Superintendent or his/her designee.~~

¹ T.C.A. §49-6-3004(e)(1); TRR/MS 0520-1-3-.02(1)(b)

² T.C.A. §49-2-214

NEW POLICY: 4019 FAMILY LIFE EDUCATION

A family life education program shall be implemented in compliance with state law.¹ Family life education means an abstinence-centered sex education program that builds a foundation of knowledge and skills relating to character development, human development, decision making, abstinence, contraception, and disease prevention.²

The Bartlett City Schools family life education program shall follow the family life curriculum adopted by the State Board of Education. Each September, the district shall hold one (1) public hearing to advise parents and the public of the program and provide an opportunity for public response.³ The Superintendent shall develop procedures for the implementation, evaluation, and review of the family life education program.

Parents/guardians shall annually be given an opportunity to opt-out their student from the family life education program. A parent/guardian who wishes to excuse a student from the family life education program will submit such request in writing to the principal. A student who is excused from the program shall be assigned alternative health activities and shall not be penalized academically if the student satisfactorily performs such alternative lessons.⁴

¹ T.C.A. §49-6-1302

² T.C.A. §49-6-1301

³ T.C.A. §49-6-1302

⁴ T.C.A. §49-6-1305

Bartlett City Board of Education		5038
Descriptor Term: <u>FAMILIES FIRST CORONAVIRUS RESPONSE ACT TEMPORARY COVID-19 LEAVE</u>	Descriptor Code: Support Services	Issue Date: 07/23/2020
	Rescinds:	Revised:

1 In April of 2020, the Families First Coronavirus Response Act (FFCRA) became effective with a
2 termination date of December 31, 2020. However, the COVID-19 virus and its emerging variants
3 continue to have a significant impact on our community. Therefore, despite the fact that Bartlett
4 City Schools is not required by law to continue benefits previously granted under the FFCRA, the
5 Bartlett City Board of Education believes that it is in the best interest of the district to voluntarily
6 provide COVID-19 relief benefits under the conditions set forth below for the period of August 1,
7 2021 through June 30, 2022. This policy repeals Bartlett City Board of Education Policy 5038
8 Families First Coronavirus Response Act which was adopted on *DATE*. Under the Families First
9 Coronavirus Response Act (FFCRA), this policy will be in effect until December 31, 2020 or until
10 the extended expiration date of such Act, whichever shall occur later.¹

11
12 This Policy does not apply to Bartlett City Schools employees that exhausted their FFCRA
13 benefits as of July 30, 2021. If a BCS employee used a portion of their FFCRA benefits prior to
14 July 30, 2021, the benefits below apply only to the amount of FFCRA benefits the employee had
15 remaining as of July 30, 2021.

16 ~~The Superintendent or his/her designee shall post notice of FFCRA requirements and create any~~
17 ~~necessary administrative procedures to implement the Act. Employees should seek clarification~~
18 ~~from the Director of Human Resources or his/her designee if they have questions regarding the~~
19 ~~total amount of leave and pay available to them under this Policy.~~

20 Paid Sick Leave

21 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or
22 telework because the employee:²

- 23 1. Is subject to a Federal, State, or local quarantine or isolation order ~~related to~~ due to the
24 employee receiving a positive COVID-19 diagnosis;
- 25 2. Has been advised by a health care provider to self-quarantine ~~related to~~ due to the
26 employee receiving a positive COVID-19 diagnosis; or
- 27 3. ~~Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;~~ Has been
28 advised by Bartlett City Schools to self-isolate due to the employee receiving a positive
29 COVID-19 diagnosis.
- 30 4. ~~Is caring for an individual subject to or advised to quarantine or isolate due to COVID-19.~~
31 ~~The individual must be someone with a personal relationship to the employee;~~

¹ Families First Coronavirus Response Act, Pub. L. No. 116-127, §§3102, 5101, et seq (2020)
² 29 CFR §826.20(a); 29 CFR §826.21; 29 CFR §826.30(a)

- 1 ~~5. Is caring for his/her son or daughter whose school or place of care is closed, or person~~
2 ~~who regularly provides childcare is unavailable, for reasons related to COVID-19 and no~~
3 ~~other suitable person is available to care for the child during the requested period of leave.~~
4 ~~Son or daughter is defined as biological, adopted, or foster child, a stepchild, a legal ward,~~
5 ~~or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years~~
6 ~~of age or older who is incapable of self-care because of a mental or physical disability; or~~
7 ~~6. Is experiencing any other substantially similar condition specified by the Secretary of~~
8 ~~Health and Human Services, in consultation with the Secretaries of Labor and Treasury.~~

9 This paid leave may ~~not exceed the amount capped by federal law and may~~ be taken if there is
10 work available for the employee to complete and the employee is unable to work or telework for
11 one of the above reasons. Such leave is in addition to any paid leave that an employee may
12 already be entitled to (existing sick leave). Employees are not required to exhaust any other paid
13 leave benefit in order to utilize this new category of paid sick leave.

14 If work is offered to an employee that is able to work and they choose to quarantine instead, the
15 employee must use their accumulated leave time or unpaid leave during their absence.

16 Employees shall follow BCS procedures for reporting COVID-19 infections and submitting
17 requests for leave under this policy. Failure to follow such procedures and/or failure to submit
18 appropriate documentation will result in the denial of temporary COVID-19 leave under this
19 policy.~~Expanded FMLA Leave~~

20
21 This policy will be in effect from August 1, 2021 through June 30, 2022 unless the Board takes
22 action to extend it. If the state or federal government issues a mandate for COVID-19 related
23 leave after adoption of this policy, such mandated leave will supersede this policy, and this policy
24 simultaneously will expire.~~Full-time or part-time employees who have been on the payroll for thirty~~
25 ~~(30) calendar days prior to the beginning of the leave are eligible for expanded FMLA leave~~
26 ~~(EFMLEA). This includes employees who were laid off or terminated after March 1, 2020, who~~
27 ~~had worked for the district for at least thirty (30) of the prior sixty (60) calendar days and were~~
28 ~~subsequently rehired or otherwise employed by the district.³~~

29 ~~Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or~~
30 ~~telework due to the need to care for his/her son or daughter because of a school or child care~~
31 ~~facility closure or because the person who regularly provides child care is unavailable for reasons~~
32 ~~related to COVID-19.⁴ In these circumstances, a son or daughter is defined as biological, adopted,~~
33 ~~or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is~~
34 ~~under 18 years of age; or 18 years of age or older who is incapable of self-care because of a~~
35 ~~mental or physical disability.~~

³ 29 CFR §826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), §3605 (2020)

⁴ 29 CFR §826.20(b)

1 ~~Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave~~
2 ~~available may be impacted by any prior use of FMLA.⁶~~

3 ~~The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to~~
4 ~~take any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-~~
5 ~~thirds (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued~~
6 ~~sick leave or annual leave to cover those days or the amount is capped by federal law.⁷~~

⁵ ~~29 CFR §826.23~~

⁶ ~~29 CFR §826.23(b); 29 CFR §826.70~~

⁷ ~~29 CFR §826.24~~

POLICY 6014: Home Schools

A "home school" is a school conducted or directed by a parent or parents or legal guardian or guardians for their own children. Home schools which teach K-12 where the parents are associated with an organization that conducts church-related schools (as defined by *Tennessee Code Annotated* §49-50-801) are exempt from the following provisions, but must follow procedures issued by the State Department of Education.

A parent wishing to conduct a home school shall meet the following requirements:¹

1. Provide annual notice to the Superintendent before the commencement of each school year of the intent to conduct a home school;
2. Submit to the Superintendent the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher;
3. Maintain attendance records, subject to inspection by the Superintendent;
4. Submit attendance records to the Superintendent at the end of each school year;
5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;
6. Possess a high school diploma, ~~or~~ GED, or HiSET;
7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service in grades five (5), seven (7), and nine (9) at the same time tests are administered to public school students, or in the case of a professional testing service at the expense of the parent-teacher, within thirty (30) days of the date of the statewide test;
8. Take actions according to state law if home school student falls behind appropriate grade level;
9. Submit proof to the Superintendent that the home school student has been vaccinated as required by law;
10. Submit proof to the Superintendent that other health services and examinations as required by law have been received by the home school student; and
11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher.

If one or more of these requirements are not met, the Board authorizes the Superintendent to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age 17), either in the home school or in a public, private, or church-

¹ T.C.A. §49-6-3050

related school.

The Superintendent, through his/her designee, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

If a home school student falls more than one (1) year behind in the student's appropriate grade level in his/her comprehensive test score for two (2) consecutive tests based upon the tests required by State law, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, then the Superintendent shall require the parents to enroll the child in a public, private, or church-related school.

~~It shall be the policy of this Board that public school facilities shall be available for home school instruction only when all of the following conditions exist:²~~

- ~~1. Special needs courses are being taught which require services unavailable to the home school student;~~
- ~~2. These services cannot be provided through any means other than the public schools;~~
- ~~3. Requests for services are made known by the home school parent when notice is given to the Superintendent of the intent to conduct a home school;~~
- ~~4. The Superintendent investigates request and make recommendations to the Board;~~
- ~~5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and~~
- ~~6. Approval by the Board on a case-by-case basis.~~

~~The Superintendent, through his/her designee, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.~~

~~If a home school student falls more than one (1) year behind his appropriate grade level in his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, the Superintendent shall require the parents to enroll the child in a public, private or church-related school.~~

²T.C.A. §49-6-3050(a)(1)

Bartlett City Board of Education		6047
Descriptor Term: ATTENDANCE	Descriptor Code: Student Services	Issue Date: 07/24/2014
	Rescinds:	Revised: 07/27/2017 07/23/2020

1 Attendance is a key factor in student achievement and therefore, students are expected to be
2 present, either in-person or remotely, each day school is in session and distance learning
3 activities are taking place. The Director of Student Services shall oversee the entire attendance
4 program which shall include:¹

- 5 1. All accounting and reporting procedures and their dissemination;
- 6 2. Alternative program options for students who severely fail to meet minimum
7 attendance requirements;
- 8 3. Ensuring that all school age children attend school;
- 9 4. Providing documentation of enrollment status upon request for students applying for new
10 or reinstatement of driver's permit or license; and
- 11 5. Notifying the Department of Safety whenever a student with a driver's permit or
12 license withdraws from school.²

13 Student attendance records shall be given the same level of confidentiality as other student
14 records. Unless otherwise required by law, only authorized school officials with legitimate
15 educational purposes may have access to student information without the consent of the student
16 or parent/guardian.³

17 Absences for both in-person and distance learning activities shall be classified as either excused
18 or unexcused as determined by the Principal or his/her designee. Excused absences shall
19 include absences due to:⁴

- 20 1. Personal injury or illness, which must be accompanied by physician verification after the
21 accumulation of ten (10) absences;
- 22 2. Serious illness of immediate family member;
- 23 3. Death in the family;
- 24 4. Extreme weather conditions;
- 25 5. Religious observances;⁵
- 26 6. Court summons, subpoena, order, or other legal requirement excluding absences related
27 to a criminal or delinquent act pursuant to T.C.A. §37-1-134 and T.C.A. §37-1-1114(c);
- 28 7. Pregnancy;
- 29 8. A parent or legal guardian's service in the United States armed forces when deployed,
30 returning, or granted rest and recuperation leave when requested in accordance with this
31 Policy.

¹ TRR/MS 0520-1-3-.08(1)(a); T.C.A. §49-6-3006

² T.C.A. §49-6-3017(c)

³ T.C.A. §10-7-504; 20 U.S.C. §1232(g)

⁴ TRR/MS 0520-1-2-.17(1)(c)

⁵ T.C.A. §49-6-2904

- 1 9. School-sponsored activities;
- 2 10. School-endorsed activities; or
- 3 11. Circumstances which in the judgment of the Principal create emergencies over which the
- 4 student has no control.

5 The Principal shall be responsible for ensuring that:⁶

- 6 1. Attendance is checked and reported daily for each class;
- 7 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or
- 8 absent for the majority of the day;
- 9 3. All student absences are verified;
- 10 4. Written excuses are submitted for absences and tardiness; and
- 11 5. System-wide procedures for accounting and reporting are followed.

12 Students participating in school-sponsored activities whether on or off-campus shall not be
13 counted absent. In order to qualify as “school-sponsored,” the activity must be school-planned,
14 school-directed, and teacher-supervised.⁷

15 HOMEBOUND

16 Students shall not be penalized for periods of hospitalization or homebound instruction.

17 If a student is unable to attend regular classes because of illness, injury or pregnancy and if the
18 student has participated in a program of hospital or homebound instruction administered or
19 approved by Bartlett City Schools, then the student shall not be penalized for grading purposes
20 nor be denied course completion, grade level advancement or graduation solely on the basis of
21 the student's absence from the regular classroom during the period of the hospital or homebound
22 instruction.⁸

23 It is the policy of the District that an adult be present in the student’s home during the entire time
24 the homebound teacher is present.

25 Any schoolwork that a student misses prior to homebound services beginning must be handled
26 through the student’s teachers. The homebound teacher is not responsible for grades prior to the
27 start of homebound services.

28 TRUANCY⁹

29 Truancy is defined as an absence for an entire school day, a major portion of the school day, or
30 the major portion of any class, study hall, activity, online course, or distance learning lesson for
31 which the student is scheduled to attend in-person or remotely.

32 By the beginning of each school year, the Director of Student Services shall furnish to the
33 Principals of each school a list of students who will attend the school together with the names of
34 the students’ parents or guardians. After the opening of school, each Principal must report to the

⁶ T.C.A. §49-6-3007

⁷ Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education

⁸ T.C.A. §49-6-3002(b)

⁹ T.C.A. §49-6-3007

1 Superintendent or his/her designee the names of all students on the list furnished to the Principal
2 who have not appeared for enrollment.

3 Each Principal must report to the Superintendent the names, ages, and residences of all students
4 in attendance at the school within thirty (30) days after the beginning of the school year.

5 By the beginning of each school year, the Principal shall give written notice to the parent,
6 guardian, or person having control of a student subject to compulsory attendance that the parent,
7 guardian, or other person having control of the student must monitor the student's school
8 attendance and require the student to attend school. The written notice must inform the parent,
9 guardian, or other person having control of a student, that a student who accumulates five (5)
10 days of unexcused absences during the school year is subject to BCS's progressive truancy
11 interventions and that continued unexcused absences may result in a referral to juvenile court.
12 The five (5) days of unexcused absences need not be five (5) consecutive days of unexcused
13 absences.

14 The Principal must report promptly to the Director of Student Services the names of all students
15 who have withdrawn from school or who have accumulated three (3) days of unexcused
16 absences. Upon a student's accumulation of three (3) days of unexcused absences, the BCS
17 Director of Student Services or his/her designee shall serve upon the parent, guardian, or other
18 person having control of a child subject to compulsory attendance who is unlawfully absent from
19 school, written notice that the child's attendance at school is required by law.

20 Additionally, the Principal must report promptly to the BCS Director of Student Services, the
21 names of all students who have withdrawn from school or who have accumulated five (5) days of
22 unexcused absences. Each successive accumulation of five (5) days of unexcused absences by
23 a student must also be reported.

24 When a student accumulates five (5) days of unexcused absences, the BCS Director of Student
25 Services shall serve upon the parent, guardian, or other person having control of a child subject
26 to compulsory attendance who is unlawfully absent from school, written notice that the child's
27 attendance at school is required by law. The BCS Student Services Supervisor shall send a new
28 notice after each successive accumulation of five (5) unexcused absences.

29 After a child has accumulated five (5) unexcused absences, and after given adequate time, as
30 determined by the Director of Student Services, the child's parent, guardian, or other person
31 having control of the child has failed to turn in documentation to excuse those absences, the BCS
32 Director of Student Services shall implement the first tier of the Progressive Truancy Intervention
33 Plan adopted by the Board.

34 Any parent, guardian, or other person who has control of a child and who violates the State's
35 truancy law, commits educational neglect, which is a Class C misdemeanor. Each day's unlawful
36 absence constitutes a separate offense.¹⁰

37

¹⁰ T.C.A. §49-6-3009

1 PROGRESSIVE TRUANCY PLAN

2 The first tier of the BCS progressive truancy plan is applicable to all BCS students. Tiers II and III
3 apply to students who have accumulated a minimum of five (5) days of unexcused absences.

4 **Tier 1**

5 The first tier of the progressive truancy plan shall apply to all BCS students and shall include
6 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports
7 shall include, but are not limited to, the following:

- 8 1. Providing parents and students information and guidance on the value of student
9 attendance, including regular attendance reminders;
- 10 2. Providing incentives/recognition for good attendance;
- 11 3. Providing parents with regular notification of their student's attendance;
- 12 4. Providing information on bus transportation and aftercare programs, if any;
- 13 5. Providing information regarding school clubs, programs, and/or sports; and
- 14 6. Providing information regarding school resources for those that need additional support,
15 such as counseling, tutoring, and/or school nurse support.

16 **Tier II**

17 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
18 unexcused absences, but before referral to juvenile court, and includes the following:

- 19 1. A conference with the student and the student's parent(s)/guardian(s);
- 20 2. An attendance contract, based on the conference, signed by the student, the
21 parent(s)/guardian(s) and the Director of Student Services or his/her designee. The
22 contract shall include:
 - 23 a. A specific description of the school's attendance expectations for the student;
 - 24 b. The period for which the contract is effective; and
 - 25 c. Penalties for additional absences and alleged school offenses, including additional
26 disciplinary action and potential referral to juvenile court.
- 27 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 28 4. An individualized assessment detailing the reasons a student has been absent from
29 school; and
- 30 5. If necessary, a referral to counseling, community-based services, or other services to
31 address the student's attendance problems.

32
33 **Tier III**

34 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III
35 may consist of the following interventions at a minimum:

- 36 1. School-based community services;
- 37 2. Participation in a school-based restorative justice program;
- 38 3. Saturday or after-school courses designed to improve attendance and behavior;

1 4. A district level attendance review conference with the student and/or the student's
2 parent(s)/guardian(s).

3 The interventions shall address students' needs in an age-appropriate manner. Finalized plans
4 shall be approved by the Director of Student Services or his/her designee.

5 MILITARY SERVICE OF PARENT/GUARDIAN

6 If a student's parent, custodian, or other person with legal custody or control of the student is a
7 member of the United States armed forces, including a member of a state national guard or a
8 reserve component called to federal active duty, Principals shall give the student:

- 9 1. One (1) excused absence for visitation when a member is deployed;
- 10 2. One (1) excused absence when the service member returns from deployment;
- 11 3. Excused absences for up to ten (10) days for visitations when the member is granted rest
12 and recuperation leave and is stationed out of the country; and
- 13 4. Excused absences for up to ten (10) days cumulatively within the school year for visitation
14 during the member's deployment cycle.

15 Total absences granted under items 3 and 4 above shall not exceed a total of ten (10) days within
16 the school year. The student shall provide documentation to the school as proof of his/her
17 parent's/guardian's deployment, and students receiving an excused absence under this section
18 shall have the opportunity to make up school work missed and shall not have their class grades
19 adversely affected for lack of class attendance or class participation due to the excused
20 absence.¹¹

21 CREDIT/PROMOTION DENIAL

22 Credit/promotion denial determinations may include student attendance, however, student
23 attendance may not be the sole criterion.¹² However, if attendance is a factor, prior to
24 credit/promotion denial, the following shall occur:

- 25 1. Parents and students shall be advised if a student is in danger of credit/promotion denial
26 due to excessive absenteeism.
- 27 2. Due process procedures are available to the student when credit or promotion is denied.

28 DRIVER'S LICENSE REVOCATION

29 More than ten (10) consecutive or fifteen (15) reported unexcused absences in a semester by a
30 student during any semester renders a student ineligible to retain a driver's permit or license, or
31 to obtain such if of age.

32 In order to qualify for reclaiming a driver's permit or license, the student must make a passing
33 grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent
34 grading period.

¹¹ T.C.A. §49-6-3109

¹² T.C.A. §49-2-203(b)(7)

POLICY 4030: Enrollment in Advanced Courses Honors / Advanced Placement Course Selection Procedures

General Requirement: ~~A student may elect to take an Honors/Advanced Placement Course upon successful completion of the prerequisite course(s) with a “C” average.~~

Students in grades six (6) through twelve (6-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.¹

To enroll in these courses, students shall meet the following standards:

1. Exceptional Courses: Grades 6-7 - Recommendations for enrollment based on prior success in prerequisite course(s) and proficiency level on TCAP/TNReady tests.
2. Honors Courses in Middle School - Recommendations for enrollment based on prior success in prerequisite course(s) and proficiency level on TCAP/TNReady/EOC tests.
3. Dual Credit Courses: College Partner determined enrollment requirements
4. Dual Enrollment: College Partner determined enrollment requirements

9-12 Honors courses, AP, Industry Certification and CLEP courses are open for enrollment to all students.

The principal shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school.

NOTIFICATION

Parent(s)/guardian(s) shall be provided written notification of a student’s eligibility to enroll in advanced courses pursuant to this policy. The notification shall state that once enrolled, a student will remain enrolled in the course unless the parent/guardian timely submits a written request for removal. The Superintendent or his/her designee shall determine the deadline to submit a request for removal, and such deadline shall be included in the written notification of advanced course eligibility.

Should a student encounter difficulty in making adequate academic progress in an

¹ T.C.A. 49-6-1012; TRR/MS

Honors or Advanced Placement Course, the following procedures should be followed:

The student must first consult the teacher for ways to improve. If academic difficulty continues, the parent may request a school meeting to include the teacher, the student, the parent(s), and the appropriate school counselor along with the appropriate Assistant Principal. This team will form a plan of action.

Students may also be removed from an advanced course if the student's teacher determines that, based on the student's performance in the course after thirty (30) days of instruction, the student should be removed and placed in an alternate course. If a teacher makes such a determination, a removal request shall be submitted to the Principal or his/her designee, and the request may be approved or denied.

COLLEGE LEVEL COURSES²

Students may earn credit by enrolling in a postsecondary institution and taking college level courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have their postsecondary credits accepted for high school credit as a substitution for an aligned graduation requirement course.

These courses may be offered at the high school, postsecondary institution, or online. If not offered on the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

Grades earned in such college level courses shall be used to determine class rank, grade point average, and class valedictorian or salutatorian.

HONORS COURSES AND EARLY POSTSECONDARY OPPORTUNITIES³

Bartlett City Schools will offer honors and early postsecondary opportunities (EPSO) for all students to better prepare them for postsecondary and career. These offerings shall provide opportunities for students to earn postsecondary credits, obtain recognized industry certifications, and/or substantially exceed existing content standards of high school courses as approved by the State Board of Education. Students completing such courses shall receive additional grade weighting consistent with Policy 4014: Grading System. The Board shall annually approve the list of such courses and shall provide this information readily to all Bartlett City Schools students and the public.

Should a student encounter difficulty in making adequate academic progress in an Honors or Advanced Placement Course, the following procedures should be followed:

² TRR/MS 0520-01-03-.03(8)

³ Tennessee State Board of Education Policy 3.301

- ~~• The student must first consult the teacher for ways to improve.~~
- ~~• If academic difficulty continues, the parent may request a school meeting to include the teacher, the student, the parent(s), and the appropriate school counselor along with the appropriate assistant principal. This team will form a plan of action.~~

~~The final approval for a student to drop a course is at the discretion of the principal and shall be based upon multiple factors, including available space in an alternative class at the time of the request.~~

~~Framework of Standards for Honors Courses~~ HONORS COURSES⁴

~~Honors courses are high school courses that provide additional rigor and substantially~~ Honors courses will substantially exceed the ~~content academic~~ standards, learning expectations, and performance indicators approved by the State Board of Education. Teachers of honors courses will model instructional approaches that facilitate maximum interchange of ideas among students: independent study, self-directed research and learning, and appropriate use of technology.

~~4.~~ All honors courses must include multiple assessments exemplifying coursework (such as short answer, constructed-response prompts, performance-based tasks, open-ended questions, essays, original or creative interpretations, authentic products, portfolios, and analytical writing). Additionally, an honors course shall include a minimum of five of the following components:

- ~~i.~~ Extended reading assignments that connect with the specified curriculum.
- ~~ii.~~ Research-based writing assignments that address and extend the course curriculum.
- ~~iii.~~ Projects that apply course curriculum to relevant or real-world situations. These may include oral presentations, PowerPoint, or other modes of sharing findings. Connection of the project to the community is encouraged.
- ~~iv.~~ Open-ended investigations in which the student selects the questions and designs the research.
- ~~v.~~ Writing assignments that demonstrate a variety of modes, purposes, and styles. ^[1]_{SEP}
 1. Examples of mode include narrative, descriptive, persuasive, expository, and expressive.
 2. Examples of purpose include to inform, entertain, and persuade. ^[1]_{SEP}
 3. Examples of style include formal, informal, literary, analytical, and technical.
- ~~vi.~~ Integration of appropriate technology into the course of study.
- ~~vii.~~ Deeper exploration of the culture, values, and history of the discipline.
- ~~viii.~~ Extensive opportunities for problem-solving experiences through imagination, critical analysis, and application.

⁴ [Tennessee State Board of Education Policy 3.301](#)

~~ix.~~ Job shadowing experiences with presentations which connect class study to the world of work.

ix.

All course types which meet the above framework will be classified as honors, eligible for additional percentage point weighting.

INDUSTRY CERTIFICATION ALIGNED COURSES

Career and Technical education courses that are aligned to offer a National Industry Certification through a nationally recognized examination and/or an industry certification recognized by the Tennessee Department of Education may be weighted by adding 3 additional points to all grades used to calculate the semester average.

~~If honors courses and courses that offer National Industry Certification are offered, the Board shall annually approve the list of such courses. This list of National Industry Certification courses and of approved honors courses with a complete syllabus for each course shall be approved by the Board and made readily available to all Bartlett City Schools students.~~

~~Advanced Placement Courses~~ ADVANCED PLACEMENT COURSES⁵

~~The Board shall annually approve a list of Advanced Placement courses and make such list. This list of approved courses shall be made~~ readily available to all Bartlett City Schools students and the public. Approved courses must substantially incorporate the learning objectives and course descriptions as defined by the College Board Agency.

Only Advanced Placement courses that have end-of-course national examinations qualify for the addition of 5 points to grades used to calculate semester averages, and such additional weighting shall be removed if the student does not participate in the culminating exam by the end of the school year in which the course was completed.

⁵ Tennessee State Board of Education Policy 3.301

Bartlett City Board of Education		4033
Descriptor Term: LIMITED ENGLISH PROFICIENCY STUDENTS ENGLISH LEARNERS	Descriptor Code: INSTRUCTIONAL SERVICES	Issue Date: 5/22/2014
	Rescinds:	Revised:

~~1 The Board recognizes the need to provide equal educational opportunities for all students in the
2 District. Therefore, if the inability to speak and understand the English language excludes a
3 student from effective participation in the educational programs offered by the District, the District
4 shall take appropriate action to rectify the English language deficiency in order to provide the
5 student equal access to its programs. Students who have limited English proficiency (LEP) shall
6 be identified, assessed and provided appropriate services.~~

~~7 *Limited English Proficiency (LEP):* Refers to a student whose proficiency in reading, writing,
8 listening and/or speaking English is below that of grade and age-level peers. Limited English
9 proficiency is based on the assessment of a student's English language proficiency.~~

~~10 *Non-English Proficiency (NEP):* Refers to a student who is not proficient in reading, writing,
11 listening and/or speaking English.~~

~~12 *Language Instruction Education Program:* An instructional course in which an LEP or NEP child
13 is placed for the purpose of developing and attaining English proficiency while meeting
14 challenging state academic standards as required by law. The program may make instructional
15 use of both English and a child's native language and may include the participation of English
16 proficient children if such course is designed to enable all participating children to become
17 proficient in English and a second language.~~

18 ~~Language Instruction Program~~

~~19 The Board directs the administration to develop and implement language instruction programs
20 that:¹~~

- ~~21 1. Appropriately identify language minority students through the use of a Student Home
22 Language Survey. The building administrator shall develop procedures to ensure that all
23 new and currently enrolled students complete the Home Language Survey.~~
- ~~24 2. Appropriately identify students with limited English proficiency.~~
- ~~25 3. Determine the appropriate instructional environment for LEP students.~~
- ~~26 4. Annually assess the English proficiency of LEP students and monitor the progress of
27 students receiving ESL instruction in order to determine their readiness for the mainstream
28 classroom environment.~~
- ~~29 5. Provide parents with notice of and information regarding the instructional program as
30 required by law. Parental involvement will be encouraged and parents will be regularly
31 apprised of their child's progress.²~~

¹No Child Left Behind, Part A §3116

²No Child Left Behind, Part A §1112(g) & (4)

1 The Board recognizes the need to provide equal educational opportunities for all students
2 in the district. Therefore, if the inability to speak and understand the English language
3 excludes a student from effective participation in the educational programs offered by the
4 district, the district shall take reasonable actions to provide the student equal access to its
5 programs. Students who are English Learners ("EL") shall be identified, assessed, and
6 provided appropriate services. No child shall be admitted to or excluded from any program
7 or extra-curricular activity based on the student's or their parents'/guardians' surname, or
8 EL status, or actual or perceived citizenship or immigration status.¹

9
10 ENGLISH LANGUAGE INSTRUCTION PROGRAM

11
12 The Board directs the administration to develop and implement language instruction
13 programs that:²

- 14
15 1. Appropriately identify EL students in a timely, valid, and reliable manner.
- 16
17 2. Determine the appropriate instructional environment for EL students. Every EL student
18 will have an Individual Learning Plan (ILP) with growth trajectories including language
19 goals, accommodations if needed, and academic data.
- 20
21 3. Provide EL students with a language assistance program that is a state-approved
22 instructional service delivery model and proven successful.
- 23
24 4. Annually assess the English proficiency of EL students and monitor the progress of
25 students in order to determine their readiness for standard instructional program.
- 26
27 5. Monitor the progress of students that have exited the EL program.

28
29 PARENTAL NOTIFICATION³

30
31 Parents of EL students shall be given notice of, and information regarding, the instructional
32 program within the first thirty (30) days of the school year, or within the first two weeks of
33 a student being placed in a language instruction educational program (LIEP). All
34 communication shall be communicated in the language and method that the parent can
35 understand, to the extent practicable. At a minimum, the notice will include the following:³

- 36
37 1. The reason for identifying the child as an EL student;
- 38
39 2. The child's level of English language proficiency, including how the level was
40 assessed, and the status of the child's academic achievement;
- 41
42 3. Methods of instruction used in the program, methods of instruction in other
43 available programs, and how they differ;

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- 4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards
- 5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation;
- 6. How the program meets the goals of an EL student with an IEP; and information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Parents of English Learners have the right to refuse placement of their children in ESL programs by giving notice to their child's school Principal.

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 112(e)(3)(D); State Board of Education Policy 3.207

2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 113(b)(3)(B); State Board of Education Policy 3.207

3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 112(e)(3)(A); State Board of Education Policy 3.207

4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 112(e)(3)(C); State Board of Education Policy 3.207